

Sec. 2-131. Position established.

There is hereby established the position of county administrator.

(Code 1980, § 2-54)

Sec. 2-132. Appointment; term of office.

The county administrator shall be appointed by the Board of County Commissioners and shall serve at the pleasure of the board.

(Code 1980, § 2-55)

State law references: Appointment of county administrator, F.S. § 125.73.

Sec. 2-133. Powers and duties.

(a) *Functions generally.* The county administrator shall be the chief administrative official for the county and shall be responsible for the administration of all departments which the Board of County Commissioners has authority to control. The administrator shall be directly responsible to the board and shall implement and execute the policies of the board as promulgated by the board in open, official meetings; provided, however, that the administrator shall not have authority to establish county policy, which policy decisions are hereby declared to be the exclusive jurisdiction of the board in exercising its responsibilities and duties pursuant to the constitution of the state or for any general or special laws enacted thereunder.

(b) *Specific duties.* It shall be the duty of the county administrator to:

- (1) Administer and carry out the directives and policies issued to him by the Board of County Commissioners as promulgated in open, official meetings.
- (2) Supervise the carrying out of all policy directives to completion and make a full report to the board on the action taken within the time as set by the board.
- (3) Perform such other charges and duties as may be required by the board.
- (4) Provide the board or individual members thereof, upon request, with data or information concerning county government and to provide advice and recommendations to county government operations to the board in open, official meetings of the board.

(c) *Administrator to issue board directives.* The Board of County Commissioners' instructions or directives to any department of county government under the jurisdiction and control of the board shall be issued only through the administrator. It is the express intent of this article that recommendations for improvement in county government operations by individual board members be made to and through the administrator, so that the administrator may coordinate efforts of all county departments to achieve the greatest possible savings through the most efficient and sound means available.

(d) *Budgetary functions.* The county administrator shall be responsible for the compilation of such information as is necessary for a proper determination of the budgetary needs of the various departments of county government under the direct control of the Board of County Commissioners, and in order to properly exercise this responsibility, the administrator shall have the right to require from such departments such information as he deems necessary.

(e) *Powers over employees.* With the confirmation of the Board of County Commissioners, the county administrator shall have the duty to select, employ, supervise, suspend, discharge, and remove the heads of the various departments which are under the direct control of the Board of County Commissioners.

(f) *Supervision of county government.* The county administrator shall be responsible for the operation of county government in the interim of the open, official meetings of the Board of County Commissioners.

(Code 1980, §§ 2-56–2-61)

Editor's note: It should be noted that § 2-133 was changed to read as originally set out in the 1980 Code at the request of the county commission staff in Supplement 7. See the Code Comparative Table.

Secs. 2-134–2-155. Reserved.

Statutes » Title 11 » Ch. 125 » Sec. 125.85**County charters; executive responsibilities.**

The executive responsibilities and power of the county shall be assigned to, and vested in, the appropriate executive officer, pursuant to the optional form adopted under s. 125.83, and shall consist of the following powers and duties:

- (1) Report annually, or more often if necessary, to the board of commissioners and to the citizens on the state of the county, the work of the previous year, recommendations for action or programs for improvement of the county, and the welfare of its residents;
- (2) Prepare and submit to the board for its consideration and adoption an annual operating budget, a capital budget, and a capital program; establish the schedules and procedures to be followed by all county departments, offices, and agencies in connection therewith; and supervise and administer all phases of the budgetary process;
- (3) Administer and carry out the directives and policies of the board of county commissioners and enforce all orders, resolutions, ordinances, and regulations of the board, the county charter, and all applicable general law, to assure that they are faithfully executed;
- (4) Supervise the care and custody of all county property, institutions, and agencies;
- (5) Supervise the collection of revenues, audit and control all disbursements and expenditures, and prepare a complete account of all expenditures;
- (6) Review, analyze, and forecast trends of county services and finances and programs of all boards, commissions, agencies, and other county bodies and report and recommend thereon to the board;
- (7) Develop, install, and maintain centralized budgeting, personnel, legal, and purchasing procedures as may be authorized by the administrative code;
- (8) Negotiate contracts, bonds, or other instruments for the county, subject to board approval; make recommendations concerning the nature and location of county improvements; and execute services determined by the board;
- (9) Assure that all terms and conditions imposed in favor of the county or its inhabitants in any statute, franchise, or other contract are faithfully kept and performed;
- (10) Supervise, direct, and control all county administrative departments;
- (11) Appoint, with the advice and consent of the board, all appointed departmental heads, who shall serve at his or her pleasure, and employ, pursuant to appropriation and the administrative code, such personnel as necessary to administer county functions and services;
- (12) Order, at his or her discretion, any agency under his or her jurisdiction as specified in the administrative code to undertake any task for any other agency on a temporary basis if he or she deems it necessary for the proper and efficient administration of the county government to do so; and
- (13) Any other power or duty which may be assigned by county charter or by ordinance or resolution of the board.

History

s. 2, ch. 74-193; s. 1, ch. 77-174; s. 824, ch. 95-147.